

United States Department of Agriculture



Natural Resources Conservation Service
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Transmitted via Email

January 11, 2005

MINNESOTA BULLETIN NO. 250-5-6

SUBJECT: FNM – REQUEST FOR TRAVEL FORM

Purpose. To provide guidance on using the MN-FNM-001 Request for Travel Authorization form.

Expiration Date. September 30, 2005.

In accordance with Federal Travel Regulation (FTR) 301-2.1 and 301-2.5, a travel authorization must be issued **prior** to temporary duty travel (TDY).

Effective January 1, 2005, to avoid any more issuance of *after the fact* travel authorizations, the attached form will be used when requesting your travel authorization. After completing the form in the shaded areas, email it to your travel coordinator for processing.

To allow time and preparation for the travel coordinator to issue a travel authorization, a **minimum of ten working days** is needed. Additionally, with the new Electronic Data Systems' (EDS) Online Booking Engine (OBE), the traveler will need the travel authorization number and accounting code when making airline reservations. Even though hotel reservations can be booked via OBE, in this early stage of this new territory, continue making your own hotel reservations as usual. With little information that we have on OBE, it is unclear whether or not it will give us the best available rates, or if we can override OBE and enter in the hotel reservation of our own choosing, etc.

Questions may be directed to Mary Jo Polunc, Budget Officer, at 651-602-7860.

WILLIAM HUNT
State Conservationist

Attachment – Request for Travel Authorization

DIST: AE

Office Location:	Name:	SSN:																																								
Depart Date:	Return Date:	Number of Days (Include Travel)																																								
To TDY Location:																																										
Reason for Travel - Check One:		Reason:																																								
<input type="checkbox"/> 1 = Site Visit <input type="checkbox"/> 2 = Information Meeting <input type="checkbox"/> 3 = Training Attendance <input type="checkbox"/> 4 = Speech or Presentation <input type="checkbox"/> 5 = Conference Attendance																																										
MODE OF TRAVEL TO LOCATION:	RENTAL CAR REQUIRED:	MISCELLANEOUS/OTHER EXPENSES:																																								
<input type="checkbox"/> COMM AIR <input type="checkbox"/> GOVT VEHICLE <input type="checkbox"/> POV <input type="checkbox"/> BUS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"></th> <th style="text-align: center;">Yes</th> <th style="text-align: center;">No</th> <th style="text-align: center;">\$</th> </tr> </thead> <tbody> <tr> <td>Gov. Credit Card</td> <td>_____</td> <td>_____</td> <td></td> </tr> <tr> <td>Registration Fee</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Sato Fee</td> <td>_____</td> <td>_____</td> <td></td> </tr> <tr> <td>Parking</td> <td>_____</td> <td>_____</td> <td></td> </tr> <tr> <td>Shuttle/Bus</td> <td>_____</td> <td>_____</td> <td></td> </tr> <tr> <td>Taxi</td> <td>_____</td> <td>_____</td> <td></td> </tr> <tr> <td>Gas (rental car)</td> <td>_____</td> <td>_____</td> <td></td> </tr> <tr> <td>Meals Provided</td> <td>_____</td> <td>_____</td> <td></td> </tr> <tr> <td>Other (i.e. actual subsistence)</td> <td>_____</td> <td>_____</td> <td></td> </tr> </tbody> </table>		Yes	No	\$	Gov. Credit Card	_____	_____		Registration Fee	_____	_____	_____	Sato Fee	_____	_____		Parking	_____	_____		Shuttle/Bus	_____	_____		Taxi	_____	_____		Gas (rental car)	_____	_____		Meals Provided	_____	_____		Other (i.e. actual subsistence)	_____	_____	
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Other (i.e. actual subsistence)	_____	_____																																								
<p>1. If by commercial air, price of ticket \$ _____</p> <p>2. If by POV, enter number of DIRECT miles _____</p> <p>Government Vehicle Available <input type="checkbox"/> Yes <input type="checkbox"/> No</p>																																										
Special Provisions or Remarks:																																										
FOR ADMINISTRATIVE USE ONLY																																										
Estimated Cost of Travel Comm Air _____ Sato Fee _____ Lodging _____ x No. of Nights = _____ M&IE _____ x No. of TDY Days = _____ MISC. _____ TOTAL _____																																										